

GFWC Virginia - Reporting Information

1. **SCOPE:** Club reports should cover work completed for the previous calendar year, January 1-December 31. Make **no projections**, please.
2. **DEADLINES:** Use the GFWC Virginia Reports Distribution Matrix found in this Yearbook on pages 101-105 and on the GFWC Virginia Website (www.gfwcvirginia.org) for the Who, What, Where, and When of reporting. Reports postmarked past the deadlines will not be considered for awards.
3. **FORMS:**
 - **GFWC Virginia Statistical Form – Annual Club Record** – Found in this Yearbook on pages 98-100 and on the GFWC Virginia Website. Complete one copy of the GFWC Virginia Statistical Form – Annual Club Record, filling in the statistics for **ALL** areas in which the club participated. Utilize the space on page 3 of the form to summarize the club's activities for the reporting year. This document serves a two-fold purpose. It provides the statistical data needed for club, district, and state reporting. It also serves as a permanent record of activity, which will be bound and retained at GFWC Virginia Headquarters.
 - **GFWC Virginia Narrative Report Form** – Found in this Yearbook on pages 96 and on the GFWC Virginia Website. For each reporting area for which the club wishes to be considered for awards, complete the Narrative Form, describing what was done in that area including activities for Affiliate Organizations.
 - **GFWC Virginia GFWC Affiliate Statistical Report Form found on page 98.**
 - **GFWC Virginia Dues and Contributions Form** – Found in this Yearbook on page 79 and on the GFWC Virginia Website.
 - **GFWC Virginia Junior Contributions Form** – Found in the Junior Section of this Yearbook on page 141 and on the GFWC Virginia Website.
 - **GFWC Virginia Junior Special Awards Forms and award descriptions** – Found in the Junior Section of this Yearbook on page 147 and on the GFWC Virginia Website.
 - **District Dues Form** – Found in the District Handbook. Submit District Dues to the District Treasurer. **Do not send District Dues to GFWC Virginia Headquarters.**
4. **FORMAT:** All reports must be typed using 10 or 12 point font. Additional instructions for completing the GFWC Virginia Narrative Report Form, and the GFWC Virginia Statistical Form – Annual Club Record are found in this Yearbook on pages 98-100 and on the GFWC Virginia Website.
5. **WHAT TO REPORT:** Only club related or club sponsored programs and projects, or programs and projects approved by club vote, may be reported. Report ALL such activities. For club projects NOT listed in the GFWC reporting areas, determine where the project best fits and report the project there.

ABSOLUTELY NO CROSS REPORTING IS PERMITTED. Activities may not be reported in more than one area (Special Programs, Community Service Programs, and Advancement Plans). The only exceptions are that a Community Impact Program Entry and/or a State Project Report (“Virginia’s Natural Resources and Education”) may include project information reported in the GFWC reporting areas.

- **Community Service Programs** are the programs and projects members initiate and participate in to serve their communities. They do not include the programs and projects that support the GFWC Affiliate Organizations.

- **Affiliate Organizations Projects** are the programs and projects that support the organizations listed as GFWC Affiliates and with whom GFWC has established a formal relationship and mutual understanding. These organizations are listed in the GFWC Club Manual (*online version*).
 - **Number of Projects** is the number of programs and projects initiated by and participated in by the club.
 - **Number of Members Participating** is the total number of members who participated in the applicable programs and projects. **The total number of members can NEVER exceed the number of members for whom you paid dues in the reportable calendar year.**
 - **Volunteer Hours** is the total amount of time that ALL members worked on club approved programs and projects. Include preparation time and travel time. Travel time to and from regular meetings should NOT be included.
 - **Dollars Donated** is the monetary amount given by the club to GFWC Special Programs, Community Service Projects, Affiliate Organizations and GFWC WHRC.
 - **In Kind Donations** reflect the monetary value for goods provided to programs and projects. Please refer to the GFWC In Kind Donation Guide posted on the GFWC Virginia Website for an estimated value of commonly donated items. In Kind Donations also include unreimbursed mileage at the rate currently used by GFWC Virginia. (\$.14 per mile)
 - **Dollars Spent** are the costs incurred by members or the club to achieve the Advancement Plan goals.
 - **Dollars Raised** reflect the dollars earned from Fundraising and Development programs and projects.
 - **Fundraising Projects** are to be reported to Fundraising and Development. This includes how the money is raised, not how the money is spent.
 - **GFWC Virginia State Project** (“Early Childhood Education”) – **it is up to the individual clubs to determine where all hours, projects, dollars and in-kind donations should be reported.** In addition, complete the forms requested by the State Project Chairman, found on Page 115.
 - **ALL Leadership Hours and Leadership Dollars Spent** are to be reported at the **club level.** This includes the Leadership Hours and Leadership Dollars Spent for state and district officers and chairmen.
6. **AWARDS:** All state and district awards are based on club size categories and will be judged according to the number of members on which dues were paid as of April 15 of the previous year.
- Clubs that wish to be considered for state and district awards **must submit** a GFWC Virginia Narrative Report Form to the applicable **District Chairmen.**
 - Clubs that wish to be considered for special GFWC awards/contests must comply with the criteria and deadlines set forth in GFWC Club Manual and mailed to addresses shown there.
 - Junior clubs that wish to be considered for Junior Special Awards on the state level must comply with criteria and deadlines set forth in Junior Section of the Yearbook and mailed to the addresses shown there.
 - Club size categories for judging at the district level are established by the districts.
 - Club size categories for judging at the state level are:

General Clubs:	Small: 1-25 members
	Large: 26 or more members
Junior Clubs:	Small: 1-12 members
	Large: 13 or more members